

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT ACCIDENT/INJURY INVESTIGATION	Number 75.30	Issue 1	Page 1 of 3
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1. POLICY

- 1.1 It is the policy of the City of San Diego to investigate all medical and lost time injuries to employees, and all vehicle accidents in which employees are involved during the course of employment.
- 1.2 Medical injuries are those injuries that are treated by a medical doctor. Lost time injuries are those that cause an employee to lose one or more work days following the day of the injury (in the Fire Department, one or more periods following the period of the injury).

2. PURPOSE

- 2.1 The purpose of accident investigation is to determine the basic causes of accidents and to recommend and implement effective corrective action in order to eliminate or mitigate future accidents.

3. SCOPE

- 3.1 This regulation applies to all managerial departments. All other departments are requested to use this procedure.

4. RESPONSIBILITY

- 4.1 Line management at all levels is responsible for insuring that employees work in a safe manner and for insuring that unsafe conditions are recognized and corrected. The Safety Division's responsibility is limited to assisting line management in meeting this responsibility.
- 4.2 Immediate supervisors are charged with the responsibility of investigating all vehicle accidents, and all medical and lost time injuries involving their employees. They must insure that basic causes are determined and that effective, corrective action within their capability is taken to preclude future similar accidents.
- 4.3 Fire and Police Department Commanding Officers and appointing authorities at the level of Assistant Superintendent or above in all other departments and divisions are charged with the responsibility of reviewing each "Supervisor's Accident Investigation Report." They are responsible for insuring that each report is properly completed; that the basic causes of the accident have been determined; and that effective, corrective action has been or will be taken to preclude future similar accidents.

Authorized

(Signed by K. H. Moore)

CITY MANAGER

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5. PROCEDURE

- 5.1 Each immediate supervisor shall initiate and fully complete Form ES-1531-B, "Supervisor's Accident Investigation Report", when one of his employees suffers a medical or lost time injury, and/or when his employees are involved in a vehicle accident. Supervisors shall conduct the investigation as soon as possible, but no later than 24 hours after the accident has been reported. In the event the immediate supervisor is unavailable, another supervisor shall make the investigation in his place. He will forward the report to his reviewing authority.
- 5.2 The investigation procedure mandatorily requires the supervisor to talk with the injured employee about the circumstances surrounding the injury or vehicle accident. If the employee is hospitalized or unable to talk, this responsibility may be temporarily delayed, but not dismissed.
- 5.3 The reviewing authority shall:
- a. Check the form for completeness and clarity.
 - b. Insure that the accident is clearly described.
 - c. Insure that a thorough analysis of the accident has been made and that basic or fundamental reasons for the accident are listed.
 - d. Insure that all practical and effective, corrective action is carried out as soon as is reasonably possible.
 - e. Sign the report. The Reviewing Authority's signature indicates that he concurs with the report and that the cause of the accident reflects his best judgment.
- 5.4 The City Safety Division shall review all "Supervisor's Accident Investigation Reports." The Safety Division will return for further analysis/investigation reports that are incomplete or that suggest ineffective corrective action. The Safety Division will devote special attention to those accidents that indicate serious potential, and those that might occur in other City operations. In all cases, however, it is the responsibility of line management to take effective, corrective action.

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APPENDIX

Legal Reference

Administrative Regulation 75.10 (Safety Inspections)
Administrative Regulation 75.11 (Accident Prevention Policy)
Administrative Regulation 75.20 (Accident Prevention Program)
California Labor Code, Section 6403, 6404
Occupational Safety and Health Act, Section 5A

Forms Involved

ES-1531-A Employee's/Employer's Report of Industrial Accident or Analysis
ES-1531-B Supervisor's Accident Investigation Report
ES-1551 Vehicle Accident Report

Subject Index

Accident, Injury, Inspection, Investigation, Vehicle